

California AmeriCorps

Program Disability Checklist

February 2000

CALIFORNIA AMERICORPS PROGRAM DISABILITY CHECKLIST

A. OUTREACH/RECRUITMENT/NOTICES

1. Materials announcing service opportunities contain notice of accommodations and availability of alternative formats

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____
2. We have an active outreach and recruitment plan to the disability community

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____
3. Our website contains a hot button for “text only”

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____
4. Our training notices to members contain a notice that accommodations are available and contact information to request an accommodation

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____
5. When partnering with a new agency we gather information on their accessibility

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____

6. When making arrangements with a new location for members to serve at, we obtain information on that site accessibility

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____

B. APPLICATION PROCESS/INTERVIEWING/POSITION DESCRIPTIONS

1. We hold initial interviews at an accessible location. If not, we have a policy with a detailed alternative location and plan when an accommodation is requested requiring full physical accessibility

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____

2. Any materials used during the interview process are available in alternative formats.

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____

3. Applications and interview questions do not include any items that could elicit information about whether an applicant has a disability (e.g. history of Workers' Comp claims; amount of sick taken at last place of employment; medical history questions or medical exams)

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____

4. We have a policy that explains the process of obtaining Sign Language interpreters, when needed.

☐ Completed ☐ In progress ☐ Not yet addressed

☐ Scheduled to be completed by _____

5. Our position descriptions clearly identify which duties are essential functions of the service position or job.

☐ Completed ☐ In progress ☐ Not yet addressed
☐ Scheduled to be completed by _____

C. ACCOMMODATIONS

1. Our program has a designated “disability specialist”

☐ Completed ☐ In progress ☐ Not yet addressed
☐ Scheduled to be completed by _____

Name of Disability Specialist: _____

2. The “disability specialist” for our program has the California AmeriCorps Disability Specialist ADA Training Manual

☐ Completed ☐ In progress ☐ Not yet addressed
☐ Scheduled to be completed by _____

3. The “disability specialist” for our program has the AmeriCorps Disability Resource Manual

☐ Completed ☐ In progress ☐ Not yet addressed
☐ Scheduled to be completed by _____

4. Our program maintains separate personnel files from medical/accommodation records

☐ Completed ☐ In progress ☐ Not yet addressed
☐ Scheduled to be completed by _____

5. All supervising personnel have been trained in the requirements of confidentially on disability issues
- ☐ Completed ☐ In progress ☐ Not yet addressed
- ☐ Scheduled to be completed by _____
6. The “disability specialist” / Director for our program are familiar with the California Commission on Improving Life Through Service’s ADA Policy Statement
- ☐ Completed ☐ In progress ☐ Not yet addressed
- ☐ Scheduled to be completed by _____
7. The “disability specialist” / Director for our program are familiar with the California Commission on Improving Life Through Service’s policy entitled “Program’s Review Process for Requests for Providing a Reasonable Accommodation”
- ☐ Completed ☐ In progress ☐ Not yet addressed
- ☐ Scheduled to be completed by _____
8. The “disability specialist” / Director for our program are familiar with the California Commission on Improving Life Through Service’s policy entitled “Program’s Review Process for Requests for Funding a Reasonable Accommodation”
- ☐ Completed ☐ In progress ☐ Not yet addressed
- ☐ Scheduled to be completed by _____
9. All supervising personnel know how to process Reasonable Accommodation requests for their members
- ☐ Completed ☐ In progress ☐ Not yet addressed
- ☐ Scheduled to be completed by _____

10. The “disability specialist” and Director for our program are familiar with the California Commission on Improving Life Through Service’s “Grievance Procedure for Denial of Reasonable Accommodation” and all timelines involved

☐ Completed ☐ In progress ☐ Not yet addressed
☐ Scheduled to be completed by _____

D. SERVICE AREAS

1. We have an established policy on assigning members to accessible locations, if requested.

☐ Completed ☐ In progress ☐ Not yet addressed
☐ Scheduled to be completed by _____

2. We acknowledge that any offices, community rooms, or other areas open to the public must be accessible to the fullest extent possible

☐ Completed ☐ In progress ☐ Not yet addressed
☐ Scheduled to be completed by _____

3. We acknowledge our responsibility of moving any service, meeting, or event to an accessible location if requested

☐ Completed ☐ In progress ☐ Not yet addressed
☐ Scheduled to be completed by _____

E. MULTI-SITE LOCATIONS ONLY

Number of actual sites _____

1. Below please list the actual locations of all sites and indicated whether the entrance to the site is accessible. (Attach additional sheets as needed)

LOCATION	ACCESSIBLE ENTRANCE (Circle response)
a.	Yes or No
b.	Yes or No
c.	Yes or No
d.	Yes or No
e.	Yes or No
f.	Yes or No
g.	Yes or No
h.	Yes or No

2. For all sites listed above that are marked 'No', please indicate if there are existing plans to make the site accessible and include scheduled date to begin work.

LOCATION	DATE WORK IS TO BEGIN
a.	
b.	
c.	
d.	
e.	
f.	
g.	
h.	

F. TRAININGS FOR STAFF/MEMBERS

1. We acknowledge our program's responsibility to provide all trainings for our staff/ members in an accessible location, format, or method, if requested

- ☐ Completed ☐ In progress ☐ Not yet addressed
- ☐ Scheduled to be completed by _____